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**POSITION TITLE: HOUSING & MAINTENANCE TECHNICIAN**

February 2019

REPORTS TO: Property &amp; Weatherization Manager

SUPERVISES: None

STATUS: Non-Exempt

**SUMMARY:**

As a Maintenance Technician, performs general maintenance functions including sheetrock repair, light carpentry, minor electrical, interior/exterior painting, minor plumbing and other facility repairs as may be assigned. Makes apartments rent ready after tenant moves out. Performs custodial duties of sweeping, dusting, mopping, vacuuming, trash collection/disposal, window cleaning, and general facilities upkeep as instructed. Maintains exterior appearance of facility grounds and walkways, including manual and mechanized snow removal. Insures building security, safety and maintains inventory of janitorial and maintenance supplies. Maintains a log of all assigned work.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- \* Making apartments ready for rent can include, but not limited to, inspecting unit to assess/document all damage and work to be done, cleaning, painting, minor repairs, flooring repair/replacement, lock change, ect.
- \* Observes all safety and health rules applicable to the area of assignment including the proper use of safety devices and personal protective equipment (PPE).
- \* Monitors jobs for proper installation and ensures client satisfaction; ensures all safety practices are adhered to and followed.
- \* Performs manual loading/off-loading of materials and supplies; physical lifting of materials up to eighty (80) pounds. Keeps all work areas clean, safe, and neat.  
  
Performs regular vehicle and equipment preventative maintenance activities; conducts safety inspections; checks vehicles; schedules servicing and repairs as necessary.
- \* Attends training workshops, safety meetings, and staff meetings.
- \* Responsible for building and grounds maintenance as assigned, including sweeping, yard and exterior maintenance, etc., to assure the facility meets safety and health standards.

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- \* Provides snow and ice removal utilizing shovels, snow blower, plow, sander and other related equipment.

Maintains inventory of janitorial and maintenance supplies; requisitions supplies and/or equipment as needed.

- \* Assists with other repairs and maintenance.
- \* Maintains a detailed log of all work assigned and completion notes.
- \* Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of federal and state policies, procedures and regulations applicable to area or assignment.
- Knowledge of construction safety principles and practices.
- Ability to organize and prioritize work independently with minimum supervision.
- Thorough knowledge in rough and finish-carpentry.
- Ability to understand and execute oral and written instructions, policies and procedures, including all safety instructions and procedures.
- Knowledge of and ability to maintain manual inventory systems.
- Ability to establish and maintain manual record keeping systems including safety meeting minutes.
- Ability to operate 1-ton vans safely.
- Ability to communicate effectively with staff and the general public using tact, courtesy and good judgment.
- Ability to lift 50 lbs. on a regular and consistent basis and 80 pounds on an occasional basis.
- Advanced knowledge of custodial principles and practices.

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- Knowledge of proper sanitary procedures.
- Extensive knowledge of minor repairs and maintenance.
- Knowledge of basic tools and necessary supplies for completion of common tasks.
- Ability to operate snow removal equipment, including snow blower and plowing equipment.
- Ability to utilize resources in an efficient and economical manner.
- Knowledge of an ability to maintain inventory systems.
- Ability to communicate effectively with staff and the general public using tact, courtesy and good judgment.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to work independently with a minimum amount of supervision and make decisions regarding work methods and priorities.
- Ability to treat sensitive information and material with the appropriate level of confidentiality.
- Ability and willingness to work flexible hours.
- Safe driving practices.
- Knowledge of the geographic area served to support efficient inspection travel patterns
- Ability to diagnose, analyze, interpret and apply regulations to housing conditions, and to utilize good judgment independently during inspections.
- Basic computer literacy, including e-mail and calendar use.

WORKING CONDITIONS:

An ability and willingness to travel is necessary as work will be performed at various locations throughout the four-county area. Four season travel will be required.

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Working conditions will include indoor and outdoor environments, crawl spaces, and other non-traditional working areas. Physical demands include working in seasonal temperatures from 10°F - 100°F and being subjected to dirty, dusty, and occasionally unsanitary conditions. Activities require working on ladders, scaffolding, roofs, etc., and physically involve sitting, standing, climbing, crawling, squatting, kneeling, bending, stooping, twisting, turning, and laying on back.

Position may require the use of respiratory equipment, including facemasks. All respiratory equipment must be properly fitted to ensure effectiveness, health, and safety.

**REQUIRED EDUCATION AND EXPERIENCE:**

Five years multi-family unit housing maintenance experience; or Associates Degree, or equivalent, in maintenance/construction related field and two years' experience performing maintenance/construction work;

**or**

High school diploma or GED; four years general construction and repair experience including window, door and insulation installation;

**or**

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

**REQUIRED CERTIFICATION AND LICENSES:**

Valid Washington State driver's license.

Auto insurance in the amount required by the State of Washington

Industrial First Aid certification or be able to obtain within 30 days of employment.

Acceptable completion of a criminal history background check.

**\* ESSENTIAL ELEMENTS**